



CITY OF LINCOLN
NEBRASKA

MAYOR COLEEN J. SENG

www.ci.lincoln.ne.us

Urban Development Department
Marc Wulschleger, Director
Haymarket Square
808 "P" Street
Suite 400
Lincoln, Nebraska 68508
402-441-7606
fax: 402-441-8711

March, 2006

Dear Home Improvement Loan Program Applicant:

The Home Improvement Loan Program (HILP) provides loans to individuals interested in residential improvement projects. The City of Lincoln works with local banks to make this program possible. In order to process your application, it is important that you return the completed **Pre-application** and **Income Worksheet** along with the following items:

- 1) Copy of Federal Income Tax Return for 2005 (if filed) or 2004, **not** just a W-2 form. Also, IRS Form 8453 and all electronic filing forms are not satisfactory (must be a paper copy of all IRS forms, IRS schedules, and IRS attachments);
- 2) Copy of the most recent pay stub for all wage-earners in the household, and/or any other documentation to verify present income source(s);
- 3) a) Documentation of limits of homeowner insurance coverage b) Proof of payment of insurance; and
- 4) Verification of the balance(s) on the mortgage(s) on your property. Be sure to include all mortgages or equity loans you may have. A statement from the lenders will suffice.

Following our review of the materials submitted, your pre-application will be forwarded to a bank for loan review. **It is important that you send the requested information with your application, because if follow-up letters are needed for us to receive the documentation, processing of your application will be delayed.** We will attempt to honor your request and work with the bank that you have indicated on your pre-application, however, it may be necessary for us to use a different bank depending on HILP fund availability. In the event that additional information is needed from you during the review by the bank, you will be notified directly by the bank's representative. Please provide the requested information in a timely fashion so as not to unnecessarily delay processing of your loan request.

If you have any questions regarding HILP, or any other housing program sponsored by the City of Lincoln, please call me at 441-7864.

Sincerely,



David G. Ensign
Housing Rehabilitation Assistant

PRE-APPLICATION

Property Address:		Number of Units:		Office Use Only	
		Years Owned:		If owned less than 2 years, Previous Address:	
Age of House:		# of Persons in Household:			
BORROWER				CO-BORROWER	
Name		Birth Date		Name	
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried				Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried	
Dependents other than listed by Co-Borrower:		Number		Dependents other than listed by Borrower:	
Ages				Ages	
Employer		<input type="checkbox"/> Self Employed		Employer	
				<input type="checkbox"/> Self Employed	
Position/Title		Years on Job		Position/Title	
Previous Employer (If less than 2 years on job):				Previous Employer (If less than 2 years on job):	
Social Security Number		Home Phone		Office Phone	
E-mail:				E-mail:	
GROSS MONTHLY INCOME				MONTHLY HOUSING EXPENSE	
	Borrower	Co-Borrower	TOTAL		Current Payment
Base Income	\$	\$	\$	First Mortgage (P&I)	\$
Overtime	\$	\$	\$	Other Financing (P&I)	\$
Bonuses	\$	\$	\$	Hazard Insurance	\$
Commissions	\$	\$	\$	Real Estate Taxes	\$
Dividend/Interest	\$	\$	\$	Mortgage Insurance	\$
Secondary Income	\$	\$	\$	Utilities	\$
Other (Describe Below)	\$	\$	\$	Other	\$
TOTAL	\$	\$	\$	TOTAL	\$
B=Borrower C= Co-Borrower					Monthly Amount
DESCRIBE OTHER INCOME					
					\$
WHICH LENDER DO YOU PREFER?					
<input type="checkbox"/> Cornhusker Bank <input type="checkbox"/> Pinnacle Bank <input type="checkbox"/> TierOne Bank <input type="checkbox"/> Union Bank <input type="checkbox"/> U S Bank <input type="checkbox"/> Wells Fargo Bank					
LIST IMPROVEMENTS YOU WISH TO MAKE WITH THIS LOAN:					

OUTSTANDING DEBT OR LIABILITIES (Banks, Finance Companies, Stores, Credit Unions, etc.)				
Name of Creditor	Security	Original Amount	Balance	Monthly Payment
	1 st Mortgage	\$	\$	\$
	2 nd Mortgage	\$	\$	\$
	Car Loan	\$	\$	\$
	Credit Card	\$	\$	\$
	Credit Card	\$	\$	\$
		\$	\$	\$
Other Obligations (Include Student Loans, Alimony, Child Support Paid, Maintenance, etc.)				

ASSETS			
Name of Institution	Account Type	Account Number	Current Balance
	Checking		\$
	Savings		\$

THESE QUESTIONS APPLY TO BOTH BORROWER AND CO-BORROWER				
	<u>Borrower</u>		<u>Co-Borrower</u>	
	Yes	No	Yes	No
• Are there any outstanding judgments against you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you declared bankruptcy in the last 7 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you a party to a law suit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you obligated to pay alimony, child support or separate maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you a co-maker or endorser of a note?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you a U.S. citizen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No , are you a resident alien?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No , are you a non-resident alien?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a YES answer was given to a question in this section, please write an explanation on the back of this page.				

INFORMATION FOR GOVERNMENT MONITORING PURPOSES	
<p style="text-align: center;">BORROWER</p> <p><u>Ethnicity:</u> (select <i>only one</i>)</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p><u>Race:</u> (select <i>one or more</i>)</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><u>Sex:</u> (select <i>only one</i>) <input type="checkbox"/> Female <input type="checkbox"/> Male</p>	<p style="text-align: center;">CO-BORROWER</p> <p><u>Ethnicity:</u> (select <i>only one</i>)</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p><u>Race:</u> (select <i>one or more</i>)</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><u>Sex:</u> (select <i>only one</i>) <input type="checkbox"/> Female <input type="checkbox"/> Male</p>

APPLICANT'S CERTIFICATION	
<p>I/We certify that all information in this Pre-Application, and all information furnished in support of this Pre-Application, is given for the purpose of obtaining a rehabilitation loan, and is true and complete to the best of my knowledge and belief. I/We intend to occupy the property as our primary residence. You are authorized to check my credit, employment history, obtain and share information from other City departments and with above mentioned lenders.</p>	
Borrower _____	Date _____
Co-Borrower _____	Date _____

CITY OF LINCOLN - URBAN DEVELOPMENT DEPARTMENT
HILP Income Worksheet

To be completed and returned with the Pre-Application

List <u>monthly</u> income from the following:	Borrower	Co-Borrower
Base income (gross)		
Overtime (gross)		
Part-time employment (gross)		
Bonuses (gross)		
Military pay allowances		
Dividends, interest, royalties & trusts		
Business activities or investments*		
Net rental income*		
Pension, social security insurance, retirement, disability or death benefits		
Veterans Administration compensation		
Unemployment compensation; workers' compensation; severance pay		
Sick pay		
Alimony and/or child support		
Welfare assistance		
Regular contributions or gifts		
Actual or imputed income from family assets (including 401K and IRA plans)		
Any other income		
TOTAL		
	x 12	x 12
TOTAL ANNUAL HOUSEHOLD INCOME		

*Do not deduct expenditures for business expansion or amortization of capital indebtedness or any allowance for depreciation of capital assets.

If you have questions regarding this form, call Sandy at 441-5668.

The information on this form is to be used to determine maximum income for eligibility for a Home Improvement Loan. I/We certify that the information above is true and complete to the best of my/our knowledge and belief and is given under penalty of perjury.

Borrower

Date

Co-Borrower

Date